

14 January 1981

MEMORANDUM FOR: Director, Foreign Broadcast Information Service  
FROM: Harry E. Fitzwater  
Director of Personnel Policy, Planning, & Management  
SUBJECT: Retirement of [REDACTED]

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1. The individual identified above has formally indicated an intention to retire on 16 January 1981 I ask, therefore, that you initiate a review of your employee's career to determine if an award recommendation consistent with [REDACTED] is in order. Even though there may not be sufficient time to complete such a review and have a recommendation approved prior to retirement, the individual's service should receive full consideration and, if appropriate, an award recommendation submitted as soon as possible. I am sure you are aware of the importance the Director places on the timeliness of appropriate recognition.

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2. Appropriate recognition can take several forms. One effective method to personalize and dignify the end of an Agency career is to meet with the retiree on his or her last day of employment to express our gratitude for past services and extend good wishes for the future. The Director uses this approach with retiring supergrades and recommends its use throughout the Agency.

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[REDACTED]  
Harry E. Fitzwater